

COURTYARD

SHOWER LUNCHEON

Courtyard
on St. James Place



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International Cheese and Fruit

Edam, Swiss, Boursin au Poivre, Port Salut, Gouda, Whole Wheel of Brie, Bleu Cheese
Seasonal Fresh Fruit and Berries with Grand Marnier Dip
Specialty Crackers and Sliced French Bread

St. James Salad

Mixed Field Greens with Heart of Palm, Tomatoes, Caramelized Pecans,
Feta Cheese and Poached Pears tossed in Balsamic Vinaigrette

English Scones with Devonshire Cream

Assorted Tea Sandwiches

Chicken Salad, Tuna Salad, Cucumber, Goat Cheese with Sun-Dried Tomatoes

- Freshly Brewed Imported Teas and Colombian Coffee
- Bottomless Mimosas:



AFTERNOON EVENTS MUST CONCLUDE BY 4:00 P.M.

AFTERNOON EVENT GENERAL INFO

Room Fee

	BALLROOM	GARDEN ROOM	WINE CELLAR
Friday	\$450	\$350	\$150
Saturday Afternoon	\$450	\$350	\$150
Saturday Evening	\$850	\$650	\$250
Sunday	\$450	\$350	\$150

Includes:

- 3 Hour Event Time
- Set-up, Breakdown and Clean-up
- Tables, Chairs, China, Flatware and Stemware
- Floor Length Table Linens and Napkins
- Choice of Table Centerpieces:
- Silver Candelabras or 12” Mirror Tile, 8” Glass Bowl and Four Votive Candles

Additions

Extra hours: You may add additional hours to your event for an hourly fee of \$350.00

Courtyard Linen Package

- \$2.00 per person per chair cover (or)
- \$4.00 per person for full upgraded linens: chair covers and upgraded overlays

Food and Beverage Minimums

Minimum: _____

The food and beverage minimums for each room vary depending on the date and time of the event. The Catering and Sales Manager will discuss the minimums at the time of your meeting and tour of the facility.

Valet Service Options

- Host prepaid valet services:
\$150.00 per valet attendant (one attendant per 40 guests with a minimum of two attendants)
If additional hours are added, the additional charge will be a prorated amount of \$40.00 per hour per valet attendant.
- Guest paid valet is \$7 per car.

Payment Details

- Deposit: 30% of estimated proposal total to confirm event date
- Second Payment: 50% of estimated total proposal due four months prior to event date bringing the total of 80% of the event paid
- Final payment: due two weeks prior to event date. The remaining balance is due based on final guest count

Important information:

If the guarantee is not received two weeks prior to the event, the original expected number will be used as the guarantee and the Courtyard will prepare food, beverage, staffing and any additional charges or fees based on that number. Guest counts may increase within ten days of the event; however, the count may not decrease.

The Host will be responsible for the payment of any additional guests at the conclusion of the event.

- All Deposits and Payments are non-refundable and non-transferable.
- Payment will be accepted by cash, check or credit card.

Service Charge and Sales Tax:

All Food and Beverage Subject to 22% Service Charge
8.25% Sales Tax (Excluding Alcoholic Beverages)